

Instructions for filing a SPIN change request for a State Replacement Contract

After the state replacement Master Contract has been signed, you must request a SPIN change (replacing the service provider designation "State Replacement Contract" with the name of the actual vendor who has been awarded the replacement Master Contract) by **marking up the relevant pages from your Funding Commitment Decision Letter (FCDL)**. On your FCDL you must indicate:

- The appropriate Funding Request Number (FRN);
- Identify the actual service provider;
- Identify the actual service provider's SPIN;
- Identify the state entity's Form 470 Application Number which was filed for the replacement Master Contract;
- Identify the contract award date;
- Identify the service start date;
- Identify the service end date;
- Identify the replacement contract number; and
- Identify the ACTUAL expiration date of the replacement contract;
- Provide the effective date of the replacement contract (award date);
- Add a statement that a copy of the contract has been provided to John Piznak of the SLD.

It is recommended that you provide a cover memo stating your contact information, 471 Application Number, and Billed Entity Number.

You must **SIGN** and date the marked up page(s) of the FCDL.

Return marked-up RAL to:
SLD, State Replacement Contracts
P.O. Box 300, 80 South Jefferson Road
Whippany, NJ 07981

or you may fax to:
973-599-6526

You will receive notice when the SPIN change has been made.